Use this report to display a list of the following for a list of employees: Names, Addresses, Org Units, and Work Counties.
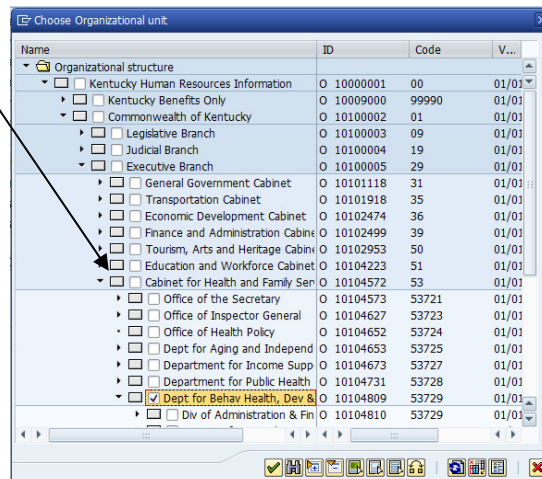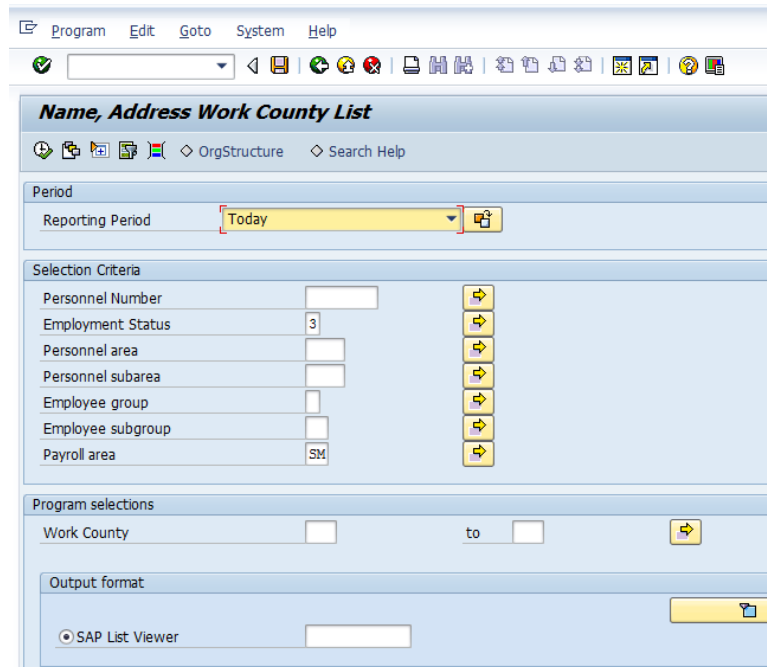
1. From the main screen, type transaction code: **ZPAQ0029**.

2. Click the **Enter** button or press **Enter** to continue.

3. *Reporting Period* – Choose a period from the list.

4. There are a couple of ways to search using this report. For example, if you want to display a list of tasks for an org unit, click the **Org Structure** button ◇ **OrgStructure**.

5. Drill down to the select the org unit, then click the **Continue** button.

   **OR**

   Click for specific employees; click the **Multiple Selection** button to enter PerNrs.

6. Click the **Execute** button or press **F8** to execute.

7. You may export the report to Excel.

   Export to Excel

   - From the menu bar choose:
     List ➜ Export ➜ Local File

   - Choose Spreadsheet.
   - Choose the file location and type the file name.
   - Click Generate .

8. Click the **Back** button or press **F3** to return to the previous screen.